

WDE601 – WISE Annual District Report

Data Collection TrainingMay 7, 2015



WDE601 - WISE Annual District Report

Overview of Data Collection

Collection Documents

Important Dates

What's New

State Report Manager (SRM)

Data Files

Data Elements

Business Rules

Data Submission Process

.CSV File Forman

Downloadable Reports

Contact Information

Questions





Overview of Data Collection

WDE601

- Collects revenue and expenditure data from each school district for the fiscal year just ended. This data collection is used by the Wyoming Department of Education (WDE) in Statistical Report Series No. 3, other required federal reports and for funding model validation.
- W.S. §21-2-203; W.S. §21-3-110(a)(v); W.S. §21-2-117(a)(i); W.S. §21-13-101 through W.S. §21-13-331
- WDE Rules and Regulations, Chapter 5, 8, and 20



Collection Documents

http://portals.edu.wyoming.gov/wise/

Data Elements and Business Rules SRM Guidebook WDE601 Collection Guidebook Slides from today's presentation

http://tcs.wenvideo.net/tcs

Recording of this presentation





Important Dates

Collection Window

July 1 – August 12, 2015

Due Date

August 12, 2015

Note: We recommend school districts load data by Wednesday, August 5, 2015. This will allow time for the data to be validated and errors can be corrected before the due date.



What's New?

New school codes:

0101019 Valley View Elementary

0501013 Douglas Intermediate School

1201004 Kemmerer Elementary School

1201051 Canyon Elementary School

1201057 Kemmerer Junior Senior High School

1701048 The Bridge School

1801056 Skyline Academy

2104020 Mountain View K-8



What's New?

Revenue code updates:

- 81301 Concurrent Enrollment Tuition & Fees (BOCES)
- 81302 Concurrent Enrollment Tuition & Fees (Comm. Colleges)
- 81303 Concurrent Enrollment Tuition & Fees (Other Sources)
- 81304 Dual Enrollment Tuition & Fees (BOCES)
- 81305 Dual Enrollment Tuition & Fees (Comm. Colleges)
- 81306 Dual Enrollment Tuition & Fees (Other Sources)
- 81307 Concurrent Enrollment Textbook Revenue (BOCES)
- 81308 Concurrent Enrollment Textbook Revenue (Comm. College)
- 81309 Dual Enrollment Textbook Revenue (BOCES)
- 81310 Dual Enrollment Textbook Revenue (Comm. Colleges)



What's New?

Expenditure function code updates:

1105 Pre-School Expenditures

1135 Concurrent Enrollment Expenditures

1136 Dual Enrollment Expenditures



State Report Manager (SRM)

- Designed to enable school districts to load, review, and validate their data before submitting it to the state
- Summary reports and charts available to download and review
- Part of the Wyoming Integrated Statewide Education (WISE) Data System

Secure

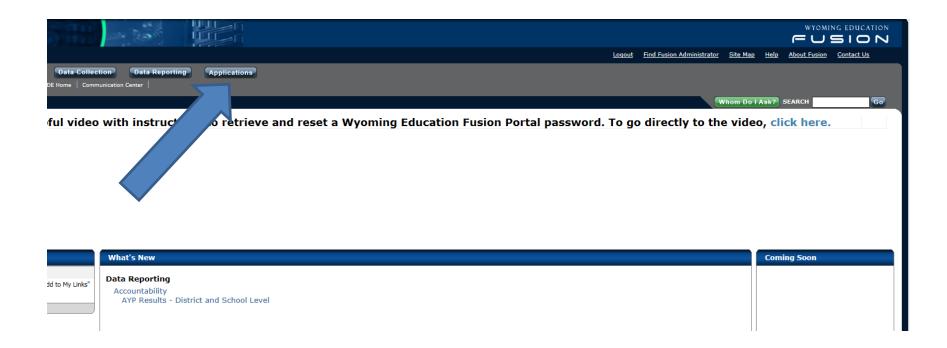
Efficient

Consistent



- Available on the Wyoming Education Fusion Portal: https://fusion.edu.wyoming.gov
- Your district Fusion Administrator grants access
- Located on the "Applications" tab
- Find the WDE600 under "Current State Reports"
- Select "Run a Trial"





Click on the blue *Applications* link





Click on the State Report Manager link





Albany County School District #1

Logout: Kimberly Morrow

Home > District 0101000 > Albany County School District #1

Welcome to the Wyoming Department of Education State Report Manager

WDE has identified the following state reports. Please select a state report by clicking on a name below:

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
SifCheck - Filtered WDE600 SIF Objects (2014-2015)	Jul 1, 2014		Run a Trial		
WDE600 Attendance and Membership (Jun 2014)	May 30, 2014	Jun 16, 2014	Sent Trial	07-28-2014 3:33pm	SENT
WDE600 Attendance and Membership (Jun 2015)	Jun 1, 2015	Jun 15, 2015	Run a Trial		
WDE601 District Annual Financial Report (2013-2014)	Jul 1, 2014	Aug 12, 2014	Sent Trial	09 9-2014 8:55am	SENT
WDE601 District Annual Financial Report (2014-2015)	Jul 1, 2015	Aug 12, 2015	Run a Trial		
WDE602 Salary Schedule (Oct 2013)	Oct 1, 2013	Oct 27, 2013	Sent Trial	09 9-2013 3:05pm	SENT

This will take you to the SRM. You will only see links to the collections for which you have rights. Click "Run a Trial" to initiate an upload.



Data Files

4 files for submission

Revenue File

Expenditure File

Bond Election File*

Home School File*

^{*} optional files



Revenue File

(8 total data elements)

Required

DistrictID

FundGroupCode

RevenueSourceCode

TargetID

Amount

Conditional

FundCode

PaidFrom²

StudentCount²

¹FundCode will only be required for certain FundGroupCode and RevenueSourceCode combinations ²PaidTo and StudentCount are only used for reporting tuition expenditures



Expenditure File

(9 total data elements)

Required

DistrictID

FundGroupCode

FunctionCode

ObjectCode

TargetID

Amount

Conditional

FundCode¹

PaidTo²

StudentCount²

¹FundCode will only be required for certain FundGroupCode and RevenueSourceCode combinations ²PaidTo and StudentCount are only used for reporting tuition expenditures



Bond Election File*

(4 total data elements)

Required (if submitting file)

DistrictID

FundGroupCode

FunctionCode

ObjectCode

TargetID

Amount

^{*}Districts will only submit this file if they have a bond election to report



Home School File*

(3 total data elements)

Required (if submitting file)

DistrictID

HomeSchools

Students

^{*}Districts will only submit this file if they have home school students to report



Questions?





 Business rules are a set of validations to ensure data are accurate Available online at:

http://portals.edu.wyoming.gov/wise/



Data Submission Process

- ✓ Compile data
- ✓ SRM trial
- ✓ Enter data into SRM
 - manual entry
 - .CSV import
 - or combination of both
- ✓ Correct errors
- ✓ Review warnings
- ✓ Certify
- ✓ Archive files and reports
- ✓ Coordinate with WDE for final validations



.CSV File Format

Revenue

DistrictID

FundGroupCode

RevenueSourceCode

FundCode

TargetID

PaidFrom

StudentCount

Amount

Expenditure

District ID

FundGroupCode

FunctionCode

ObjectCode

FundCode

TargetID

PaidTo

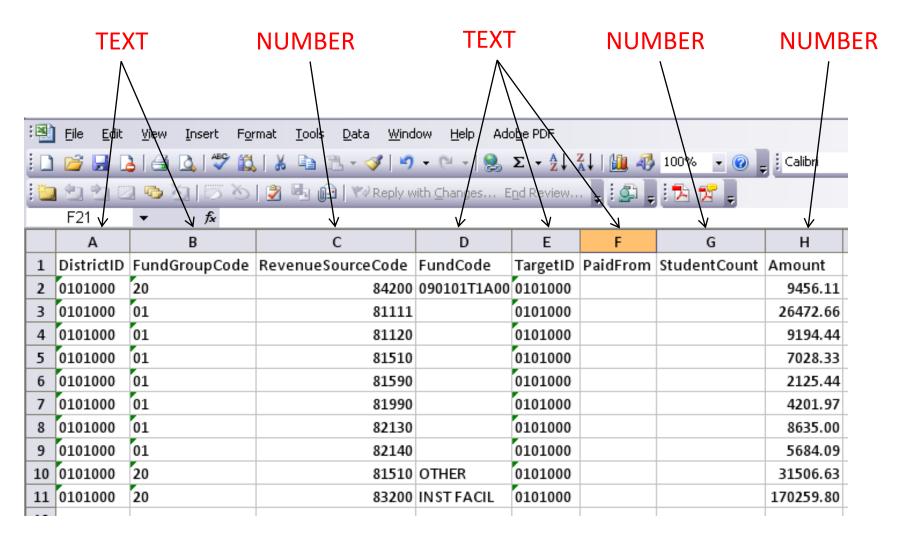
StudentCount

Amount

^{*}Details on .CSV file formats are available on the WISE site under WDE601 data elements http://portals.edu.wyoming.gov/wise



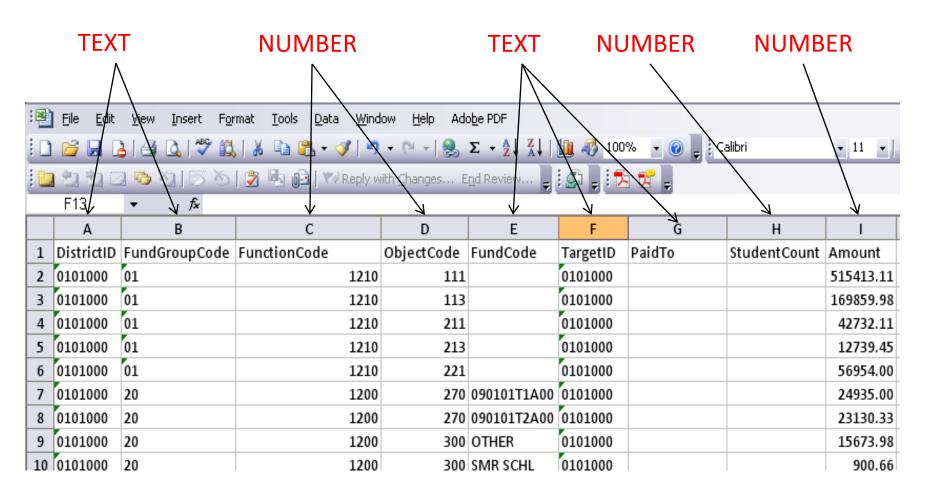
Revenue Column Formats



EXAMPLE ONLY



Expenditure Column Formats



EXAMPLE ONLY

Downloadable Reports



Violations Summary

✓ Errors and Warnings grouped by File

WDE601 Code List

- ✓ Valid Fund Codes
- ✓ Valid Function Codes
- ✓ Valid Object Codes
- ✓ Valid Revenue Source Codes
- √ Valid Target IDs

WDE601 Detail Report

- ✓ All Expenses
- ✓ All Revenues
- ✓ Tuition Expenses
- ✓ Tuition Revenues
- ✓ Bond Elections
- ✓ Home Schools

WDE601 Annual District Report

✓ Includes Transportation Expenses

WDE601 Expense Pivot
WDE601 Revenue Pivot

New Trial



<u>Logout</u>: JED CICARELLI

Need Help?

Home > District 0401000 > WDE601 District Annual Financial Report (2009-2010)



Submitted: This state report has not yet been sent to WDE.

EXAMPLE ONLY



Logout: JED CICARELLI Need Help?

Home > District 0401000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial

Generated 04-08-2010 10:06am.



EXAMPLE ONLY



Contact Information

Kim Morrow

Data Steward

307.777.6000

Kimberly.morrow@wyo.gov

Leslie Zimmerschied

WISE Project Manager

307.777.3656

Leslie.zimmerschied@wyo.gov

Questions? Feel free to contact us after the training.